

Geneva Jt. 4 – Woods Elementary School-Board Policies (1/15/2014)

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401-Accommodation of Students' Religious Beliefs

1. The student or parent of a minor student shall notify the principal of any potential conflicts related to religious beliefs and academic requirements, including examinations.
2. The principal shall determine, in conjunction with affected teacher(s) a means by which the student is permitted to make up an examination or academic requirements or by an alternative means without any prejudicial effect.
3. Appeal of a principal decision is incorporated into the district's student discrimination complaint procedures required by PI 9-04 of the Wisconsin Administrative Code. The principal shall disseminate the appeal process if the student or parent request the process. The procedures are also publicly posted and distributed.
4. The complainant may file a complaint with, or appeal directly to, the state superintendent, if the district does not comply with the provisions of 1991 Wisconsin Act 227, S-115.28 (31) of Wisconsin statutes.
5. The procedure and related policies are annually published for all students, parents/guardians and instructors.

Approved: March 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

402-SCHOOL ADMISSIONS

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District to complete official registration forms prior to assignment by the principal to a grade or schedule of classes. Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the school district from a home-based private educational program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Parents or guardians of students admitted to the district's elementary school shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school. The School District shall not discriminate in admissions to any school, class, program or activity on the basis of sex, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability.

Approved: March 2012

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403-ACCELERATION

The Board strongly urges the staff to see that all impediments are cleared from the path of learners and that they are assisted in moving ahead as rapidly as they can. While acceleration ahead of grade should be approached with caution, gifted or capable students may be so advanced, but only after thorough discussion with each student's counselor/psychologist, parents, teacher and administrator. Any student being considered for acceleration must complete the entire curriculum and be capable of expressing both written and verbal competence which are acceptable to his/her teacher at the existing grade level.

Approved: March 2012

403.1-STUDENT RECORDS

Geneva Joint 4 School District shall maintain records in accordance with all appropriate state and federal regulations. This includes maintaining student progress records for five years and behavioral records for one year after students cease attending the district.

Reference:
Wisconsin State Statute 118.125
FERPA

Approved: March 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

403.3-TESTING PROGRAMS

The testing program in the Geneva Joint 4 District shall be designed to measure student achievement and growth. Professional staff members are expected to use the test results as an aid in the evaluation of individual students and instructional programs designed to ensure student success in conjunction with the Geneva Joint 4 mission statement

Standardized evaluations shall be administered **yearly as appropriate and in compliance with Wisconsin state statutes**. Appropriate basic tests shall be administered to Kindergarten students. Test results will be made available to parents upon request. The district administrator shall issue regulations to ensure the confidentiality of testing reports and results. General testing reports shall be made to the Department of Public Instruction and to the public in accordance with state law.

The District testing program shall include those tests required by state laws and regulations. The Geneva Joint 4 District shall not discriminate in the methods, practices, and the materials used for testing and evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Approved: March 2012

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408-Promotion from Fourth Grade

Learning is a sequential and developmental process that begins at birth, is formalized from the time a student enters Kindergarten until a high school diploma is earned, and continues for the remainder of life. Even though the progress in this developmental process varies dramatically for every individual, it is the policy of the Board of Education for the Geneva Joint #4 School District that this process should be periodically measured against a rigorous standard established for all students. By doing so, students' accomplishments can be identified and their level of preparation for future success can be measured. This policy reflects these beliefs and assures that every child is achieving at a level that will foster lifelong success in school and the world outside of school.

Promotion from the Fourth Grade will be based upon the following criteria:
Academic Achievement at or exceeding prescribed district expectations
Wisconsin Knowledge and Concepts Examination (WKCE) Performance. Students not meeting these standards may still earn promotion from the Fourth Grade based upon the following criteria:

Other academic and Performance Indicators
Recommendation of the Grade Promotion Committee

These criteria are defined as:

Academic Achievement

By the completion of Fourth Grade a student will successfully complete Fourth required course work as demonstrated by achieving passing grades in all major core content areas on the report card.

Wisconsin Knowledge and Concepts Examination (WKCE) Performance

When the Academic Achievement Criteria have been satisfied, the student must also score at the **PROFICIENT** or **ADVANCED** level in **THREE** of the WKCE assessment areas with a minimum score of **BASIC** in the **READING** subsection.

If a student meets the above criteria in Sections 1 and 2, they will be promoted from the Fourth Grade.

If a student **DOES NOT** meet the above criteria in Sections 1 and 2, they will be promoted from the Fourth Grade if either of the following conditions is satisfied:

Other Academic and Performance Indicators

If a student does not meet the criteria for promotion from the Fourth Grade based upon the Academic Achievement and WKCE Performance Criteria, promotion to the Fourth Grade will be based upon a review of other criteria as evidence of academic growth. These criteria will also be considered if a student was excluded through parental exemption or excused from taking the WKCE Assessment. The Criteria that may be considered, but not limited to, are as follows:

Standardized (MAP Assessments) test results
District assessments
Classroom assessments

Recommendation of the Grade Promotion Committee

If a student does not meet the expectations for promotion following a review of other academic and performance indicators, the Grade Promotion Committee will convene. This group of the administrator and teachers will consider other data and information that demonstrate academic growth over time and evidence that the student will be successful in academic work beyond the Fourth Grade level. The criteria that may be considered, but not limited to are as follows:

Prior retention

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Intellectual ability

Social-Emotional readiness

Participation in summer school or other intervention programs

Health-related issues

Work habits/Study skills

Teacher recommendation and endorsement

In some cases, the following may need to be considered:

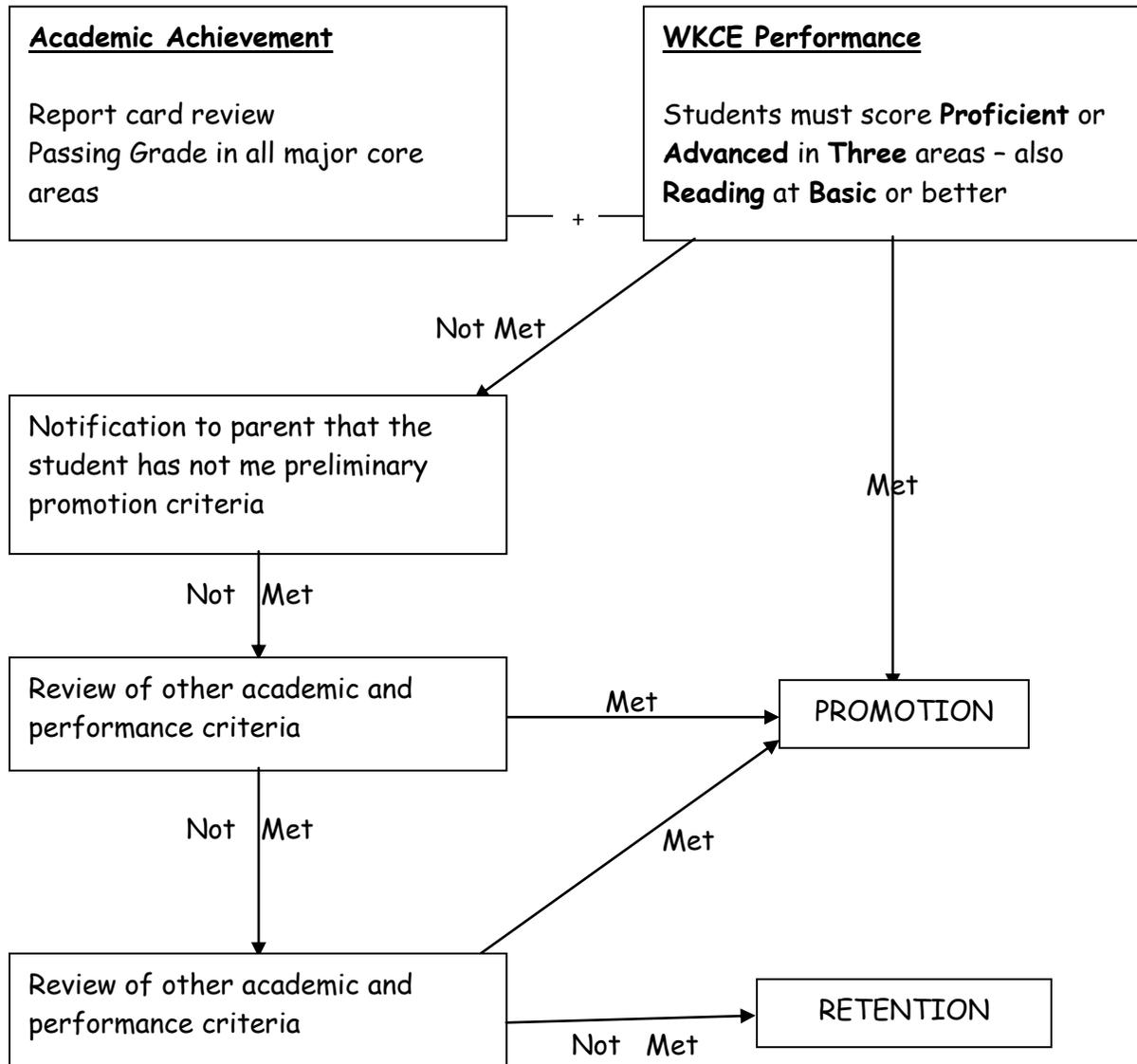
Alternative assessments may be considered when appraising the promotion of Students with Disabilities or English Language Learners (ELL). For students with disabilities, the assessments must be in compliance with the provisions of the student's IEP. English Language Learners must be assessed in accordance with state guidelines based upon their English proficiency levels.

Pursuant to Wisconsin Statute, parents have the right to withhold the student from taking the WKCE for purposes of determining grade promotion. This option shall pertain even if the student has already taken the assessment and performed poorly. Students not taking the WKCE or removing these criteria from consideration will then be subject to other academic and performance indicators as indicated in Sections 3 and 4 of this policy.

If a parent desires to appeal the decision for retention, this appeal must be submitted in writing to the Administrator no more than ten calendar days following notice of the Promotion Committee decision to retain. Following a decision of the Administrator to uphold the decision to retain, any appeal to the Board of Education must be submitted in writing no more than ten calendar days following notice for the Administrator of the decision on the initial appeal. The Board of Education decision on this issue will be final and binding.

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

Promotion from fourth grade flow chart



Approved: December 2010

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409 Promotion from Eighth Grade

Regulations and Guidelines for the Implementation of this Policy

The initial criteria of this promotion policy are rigorous, concrete and straight-forward. Students meeting these criteria will be promoted from the Eighth Grade.

Research is quite clear that these criteria, particularly standardized assessments, may not accurately reflect the overall growth and success of students in the entire learning process. This is based on the understanding that single indicators only give a “snapshot” of a very complex educational system that fosters student growth through many different methods. When these initial criteria are not met, other indicators should be used that may provide evidence of a student’s growth and potential for future success. These other academic and performance indicators should be drawn from, but not limited to, the following:

Standardized Test Results

Sixth Grade WKCE scores at the Proficient/Advanced level

Four of Five **Eighth Grade** WKCE sub-tests at Basic or above, including Reading
WKCE scale score variance of <1% from Proficient or Basic “cut scores”

District Assessments

Demonstrated growth toward grade-level performance on district implemented periodic assessments

Other formalized assessments(i.e. MAP assessments) that may indicate grade-level performance

Classroom Assessments

Successful performance on classroom-administered, grade-level tests and assessments that demonstrate appropriate knowledge and content mastery

Any combination of these criteria can be used that demonstrate a student has learned the curricular standards that are foundational and necessary for success in the following grade levels. Whenever students have reached this point in the process, written notification will be provided to parents so they are aware of the process and the areas of concern regarding promotion to the next grade level.

After these factors are considered, if a student has not earned promotion from the Eighth Grade, the District Administrator will convene the Grade Promotion Committee. This committee will be comprised of the administrator, the present teacher and previous teachers. This group will critically review all information regarding the students at this level of the promotion process and determine their readiness for promotion from the Eighth Grade. Following their careful review of recommendations from any of the student’s past or present teachers, they will review information from, but not limited to, the following items:

- A. Prior retention
- B. Intellectual ability
- C. Social-Emotional readiness
- D. Participation in summer school or other intervention programs
- E. Health-related issues
- F. Work habits/Study skills
- G. Teacher recommendation and endorsement

Following their review of this information, the Grade Promotion Committee will determine the placement of each student for the following school year, basing their decision on what placement would best provide successful educational opportunities and appropriate programming for each student. Any recommendation of retention must be forwarded, along with rationale and documentation, to the District Administrator for confirmation and parental notification.

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Every effort will be made throughout this process to advise parents of the pending possibility that a student may be in non-compliance with these promotion requirements. Written notice will be shared following quarter grade reporting that will make parents aware of this potential problem. In addition, other contacts will be made or meetings will be scheduled as needed with the student and/or parent to put a plan in place that will increase the possibility for promotion to the ninth grade.

First Reading Revision : August 2010

Approved: September 2010

Geneva Joint 4 District- Woods Elementary School Board Policy

410-Geneva Joint 4 School District Nondiscrimination Policy

The Geneva Jt. #4 School District is committed to equal educational opportunity for all students in the district.

It is the policy of the Jt. #4 Geneva School District, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990.

It shall be the responsibility of the administrator of the district to examine existing policies and develop new policies where needed to ensure that the Jt. #4 Geneva School District does not discriminate pursuant to federal and state law. The administrator shall receive complaints filed under s. 118.13, Wis. Stats., PI 9, Wis. Admin. Code Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with s. 118.13, Wis. Stats. is completed every five years under PI 9, Wis. Admin. Code and submit Form PI-1197 to the Department of Public Instruction annually.

The District shall provide appropriate educational series or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The Geneva Jt. #4 School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District. Any questions concerning this policy should be directed to the District Administrator, N2575 Snake Road, Lake Geneva WI 53147.

Revised: First Reading September 2010

Adopted: October 2010

Discrimination Complaint Procedure

If any person believes that Jt. #4 Geneva School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the Administrative Office of Jt. #4 Geneva School District at the following address:

N2575 Snake Road
Lake Geneva, WI 53147

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Step 1

A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints, Edward Brzinski, District Administrator. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2

A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stat., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, sub ch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.790-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3

If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4

Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Geneva Joint 4 District- Woods Elementary School Board Policy

410.1 Equal Access to Educational Opportunity

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the District Administrator to:

A. **Curriculum Content**

Review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, etc. toward the development of human society.

Provide that necessary programs are available for students with limited use of the English language.

B. **Staff Training**

Develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.

C. **Student Access**

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under state regulations.

D. **District Support**

Require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

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E. Student Evaluation

Require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Approved: February 9, 2011

Geneva Joint 4 District- Woods Elementary School Board Policy

411.2- Bullying

Introduction

The Geneva Jt. #4 School District strives to provide a safe, secure and respectful learning environment for all students in school building, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as , but not limited to : age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All School Staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Principal/District Administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encourage to report the conduct to the Principal/ District Administrator. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

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Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by the law.

Sanction and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including, but not limited to: detentions, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Guidance staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the school. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Sections 118.13 Wisconsin Statutes

120.13(1)

120.44

895.77(2)

947.0125

947.013

948.51(2)

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VII, Civil Rights Act of 1964

Equal Employment Opportunities Commission Guidelines (29 C.F.R. – Part 1604.11)

Cross reference BP 512

APPROVED: August 18, 2010

Geneva Joint 4 District- Woods Elementary School Board Policy

420 OPEN ENROLLMENT IN PUBLIC SCHOOLS

The School Board is dedicated to maintaining the one class section per grade level and class sizes that will continue to promote the tradition of academic excellence at Woods School. The enrollment numbers listed have been determined through consultation with our professional teaching staff, community members and administration. This policy shall be administered in accordance with the state public school open enrollment law.

Nonresident Open Enrollment Students

A Nonresident student may apply for full-time enrollment in Geneva Joint #4 School District under the open enrollment program in accordance with state law. Geneva Joint #4 School District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

Geneva Joint #4 School District will consider the availability of space, teacher-student ratios, and enrollment projections for Woods School and will accept nonresident open enrollment students if enrollment falls below the following class sizes

4K	18
Kindergarten	20
1 st Grade	20
2 nd Grade	20
3 rd Grade	20
4 th Grade	20
5 th Grade	20
6 th Grade	21
7 th Grade	21
8 th Grade	21

If a student moves out of the Geneva Joint #4 School District and has been attending Woods School as a resident student, that student will be able to continue to attend school in the Geneva Joint #4 School District under the Open Enrollment Law. Transportation will not be provided.

If a student moves out of the Geneva Joint #4 School District and attends another school district, this student must apply for open enrollment and follow all district policies for out of district students.

Geneva Joint #4 School District will not accept a student who has been expelled by a school district during the current school year or preceding two school years for conduct or who has disciplinary proceedings pending on such conduct. (Conduct specified in the law includes endangering the health, safety or property of others under certain conditions, conveying or causing to be conveyed a "bomb" threat involving school property, and possessing a "dangerous weapon" while at school or under the supervision of a school authority).

Geneva Joint #4 School District will not accept a student if any of the above disciplinary actions occur after initial acceptance of the student and prior to the student starting school in Geneva Joint #4 School District.

Geneva Joint #4 School District will not accept students with exceptional educational needs if the district does not have the program to meet the students' needs or if acceptance of an exceptional needs student exceeds the maximum caseload of the special needs program.

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Maximum caseload will be determined by the method approved the Wisconsin Department of Public Instruction (See 420 Exhibit 1).

If a nonresident student's IEP Changes after the student begins attending Geneva Joint #4 School District and the special education program or services required by that IEP are not available in Geneva Joint #4 School District or there is no space available in the special education program identified in the IEP, the Geneva Joint #4 School District will discontinue allowing the student to attend school in the district.

Geneva Joint #4 School District will not accept a student who has been reported or identified as having a possible exceptional educational need(EEN) but not yet evaluated by a multidisciplinary (evaluation) team in the resident district.

If an open enrolled pupil becomes habitually truant, Geneva Joint #4 School District may prohibit the pupil from attending the district in the succeeding semester or school year. Geneva Joint #4 School District will not accept an applicant that was habitually truant from the district during any semester of attendance during the current or previous school year.

If Geneva Joint #4 School District receives more nonresident applications for a particular grade than there are spaces available in the grade, there will be a random drawing conducted to determine acceptance and/or rejection.

Geneva Joint #4 School District shall give preference in accepting full-time enrollment applications to any nonresident students already attending school in Geneva Joint #4 School District. Once a nonresident student is accepted as an open enrollment student in the district, the student will not have to reapply for enrollment at any time.

Part-time open enrollment does not apply to the Geneva Joint #4 School District since part-time open enrollment is only available at the high school level.

Nonresident open enrollment students attending school in the Geneva Joint #4 School District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students. Transportation will not be provided for nonresident open enrollment students.

Resident Open Enrollment Students

Resident students may apply for full-time enrollment in another public school district in accordance with state law.

LEGAL REF: Sections 118.13 Wisconsin Statutes

118.51

118.52

121.54(10)

121.58(2)(a)

Chapter 115, Subchapter V

December, 1998

Revised, April, 2000, April 2001, March 2012, January 2013, January 2014

Geneva Joint 4 District- Woods Elementary School Board Policy

420.1- Open Enrollment Waiting List

If space is not available for all open enrollment applicants, a waiting list will be established. The order of the open enrollment waiting list will be established after all applicants have been turned in, in a random fashion.

If the student is accepted from the waiting list, parents will be notified with a letter. Parents will have ten (10) calendar days from the date of the nonresident district mailing to notify the nonresident school district whether the student will attend the nonresident school district. If the parent(s) do not respond within the ten (10) calendar days, the acceptance will be rescinded and the space offered to the next applicant on the waiting list.

LEGAL REF: Sections 118.13, 118.51, 118.52, 121.54(10), 121.58(2)(a), Chapter 115, Subchapter V of the Wisconsin Statutes

December, 1998

Revised, April, 2000

Revised, May, 2001

December 2002, January 2005, November 2005, March 2012

421 GUIDELINES FOR EARLY ADMISSION TO KINDERGARTEN

Any parent having a child who is four years of age on or before September 1, may apply for the early admission of their child to kindergarten. The criteria for early admission to kindergarten will be based on the ability of the child to demonstrate a strong potential for success and an ability to cope intellectually, socially, physically, and emotionally with the school environment.

Parents wishing to have their child considered for early admission must make formal written application to the District Administrator. Application forms are available at the district's office.

Parents residing in the school district must make a formal application prior to April 1st. Parents moving into the school district after April 1, must have their application on file at least one week prior to the beginning of the first kindergarten session.

The staffing team will determine eligibility of the child for early admission in accord with current adopted administrative guidelines. A copy of these guidelines will be made available to parents on request. A decision of the staffing team not to recommend early admission to kindergarten may be appealed to the District Administrator. His decision will be final.

Revised March 2012

* Applications for early admission to kindergarten will be accepted from parents residing in the school district until one week prior to the beginning of the first kindergarten session.

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

422- Electronic Communication Devices on School Premises

1. The Geneva Joint #4 School District prohibits the use of electronic communication devices on school premises and on school vehicles. This policy may allow for the use if a designee determines that such device is used or possessed for a medical, school educational or other legitimate use, but only if given express permission by a student supervisor. The District acknowledges the importance and convenience of these devices, however all necessary communication and internet use will be supervised through existing District devices.
2. Annually, the School Board shall provide each pupil enrolled in the school district with a copy of the rules under sub (1).
3. Upon entering the school premises all devices shall be turned off. Any use of the device will result in the following:
 - a. The first incident, the student supervisor will confiscate the device and turn it in to the school office. The student may retrieve it at the end of the school day.
 - b. The second incident, the device will be confiscated, turned in and it may be picked up by the parent.
 - c. The third incident, the student will lose the privilege of having the device on school property and may result in further disciplinary action as the Administrator deems appropriate.
 - d. At any point, if the device is used to act in a manner to harass or bully other students, the incident may be treated as a fourth offence.
4. The District, district employees, or student supervisors are not liable for damage that occurs to any electronic communication device that is brought to school events, on to the school premises or on to school vehicles and that are used in violation of this policy.

Adopted September 1994

Revised October 2010

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

422.1- Electronic Reader (e-Reader) Acceptable Use Policy

In keeping with policy 422, the board recognizes the importance of embracing new technologies for instructional purposes with the express permission and supervision of school staff. E-

Readers may be used as an instructional tool under the following circumstances:

1. At no time will e-Readers be used for anything other than reading.
2. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school. If a student's e-Reader is found to have the network or cellular abilities enabled, the e-Reader will be confiscated, held in the office in a secure area until the end of the day when the parent/guardian will pick up the device, and the student will lose the privilege of using an e-Reader at school.
3. Students may only be use the device with the express permission of the supervising staff member and follow the instructions given by that staff member.
4. Students will not loan their e-Reader to another student or leave it unsupervised during the school day.
5. Students and Parents will sign and return the following agreement. The e-Reader may not be used until the signed agreement is completed and returned.

Parent/Guardian Agreement

I authorize my child to bring their e-Reader to Woods School with the understanding that is used as a tool for **reading only** and that my child will comply with the aforementioned e-Reader Acceptable Use Policy. I understand that Woods School is not responsible for any damage or loss associated with my child's e-Reader. I understand that a violation of the e-Reader policy may result in my child losing the privilege to bring their e-Reader to school for the remainder of the school year. I also understand that if this occurs, I will be contacted and required to pick up the device from school.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Phone: _____

Email: _____

E-Reader Make/Model: _____

E-Reader Serial Number: _____

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

E-Reader MAC Address:_____

Student Agreement:

I agree to abide by all regulations set forth in the e-Reader Acceptable Use Policy. I understand that a violation of the e-Reader policy may result in losing the privilege to bring the e-Reader to school for the remainder of the school year.

Student Name (Print):_____

Student Signature:_____ Date:_____

Geneva Joint 4 District- Woods Elementary School Board Policy

430- Student Attendance

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years, of age, unless they have a legal excuse.

The responsibility of regular school attendance of a student rests upon the student's parent/guardian. When a student is absent, his/her parent/guardian must contact the school by 8:30 a.m. If a call is not received by 8:30 a.m., the school will contact the parent/guardian.

Students are required to attend all of their scheduled class, study periods and lunch period. Any student leaving the school grounds during the school day must be signed out by a parent or guardian in the office.

Absence and Tardiness: All pupils are to be in school at all times, except when ill or when a death in the immediate family takes place.

In any case where the child is absent more than three days, the school may require a signed statement of the attending physician.

The board reserves the right to require a signed medical excuse at any time for re-admittance to school if a contagious disease is suspected.

Make every effort to plan doctor, dentist or shopping appointments on institute or convention days. Children may be excused for emergency or medical appointments if appointments outside of school time are impossible.

Parents are expected to telephone the school if it appears the student will be absent.

Health: Keep children out of school when they are showing one or more of these symptoms:

Skin disorders or rash which might be contagious

Colds

Fever

Sore throat

Persistent coughing, sneezing or runny nose

Any glandular swelling about the neck

Ear ache

Nausea, vomiting or diarrhea

If a child has had an upsetting night – stomach ache, nightmares, undue excitement, anxiety of some sort, etc. – send a note to the teacher. It may influence the kind of day the child will experience at school.

Approved: May 2012

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

430.1-Truancy

Truancy is defined as any absence of part of or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent carried on for the purpose of defeating the intent of compulsory education.

Habitual Truant is defined as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

When a child becomes a habitual truant for a semester the parents and/or guardians will be notified by mail.

Approved: January 2011

Geneva Joint 4 District- Woods Elementary School Board Policy

430.2 HEALTH SERVICES

The Board of Education may require students to submit to periodic health examinations to:

- A. Protect the school community from the spread of communicable disease;
- B. Determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. Determine that the learning potential of each child is not lessened by a remediable, physical disability.
- D. Upon initial attendance/registration/ such as new student, 4/5K, and middle school student
- E. Administration shall determine medical consent information form to be completed by parent/guardian every school year.

The District shall specify the need for health services which may include, but not limited to:

- A. Student physical examinations
- B. Athlete physical examinations
- C. Dental examinations
- D. Vision screening
- E. Audiometric screening

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

118.25(3)(4), 118.255, Wis. Stats.

20 U.S.C. 1232h

Approved: December 2012

430.21 – IMMUNIZATION

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations.

Students in grades K-6 who do not meet the immunization requirements on the opening day of school shall not be admitted to school, if the District is under a ninety-nine percent (99%) compliance level. Transfer students shall be granted thirty (30) days in which to submit proper evidence of required immunizations.

Exemptions to the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law and shall report to the County District Attorney the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

120.12(16), 252.04, Wis. Stats.

Approved: December 2012

**Geneva Joint 4 District- Woods Elementary School
Board Policy**

431- Absences for reasons other than Illness

- A. Students must be counted absent if they are not in attendance. The administrator will make the determination as to whether the absence is excused or unexcused. Suspended or expelled students will be recorded as “unexcused”.
- B. Doctor and/or dentist appointments are considered important reasons for being absent from school, if an appointment cannot be made out of school time. A written appointment from the doctor/nurse should be filed in the office either before or after such appointments.
- C. Other than emergencies, permission to be absent must be arranged through the principal. Make-up work must be arranged between the parent, teacher and student.
- D. Non-school trips and extended vacations. We recognize that parents are not always able to schedule family vacations to coincide with school vacations. However, it is important that parents are aware of the fact that any absence from school is detrimental to the child’s academic progress. Some students do well in making up work and understanding important skills and concepts which they have missed during an absence. Other students have extreme difficulty. Vacation absence problems are often compounded when children are frequently absent for illness as well. School is in session for only 180 days per year. These days are precious to us and if we are to be accountable for student learning, it is imperative that parents make every effort to have their children in school daily.

Approved: May 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

431.1- HEAD LICE

Current evidence and recommendations from the Centers for Disease Control and Prevention does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. School administrators are encouraged to help educate parents and staff about the diagnosis, treatment, and prevention of head lice. This policy reflects current “best practice.”

In light of federal guidance and recommendations of the Wisconsin School Nurse Association, Woods School shall respond to the presence of head lice in the following manner:

1. Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.
2. The district shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice.
3. The school nurse shall determine the appropriate course of action for each presentation of head lice on a case-by-case basis. This includes, but is not limited to, communication to parents and classroom or grade level head lice checks if warranted.
4. All adult assistance with any classroom or grade level head lice checks shall be conducted under the guidance and direction of the school nurse.
5. In cooperation with the school nurse the school administration shall assist in the proper education of parents and staff members about the diagnosis, treatment and prevention of head lice. This shall be done, minimally, on an annual basis.

Policy Adoption Date: March 2012

Legal Reference:

Cross Reference: Centers for Disease Control and Prevention – www.cdc.gov

Wisconsin School Nurse Association

Geneva Joint 4 District- Woods Elementary School Board Policy

431- Release Time for Religious Instruction

District students with written parental permission may be released from school attendance to attend religious instruction, with the approval of the district administrator and in accordance with state law.

Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. The Board may deny the privilege of released time to students who absent themselves from the religious instruction after requesting the privilege.

All transportation to or from religious instruction shall be the responsibility of the parent(s)/guardian or organization sponsoring the instruction. The district shall assume no liability for a student who is absent for religious instruction in accordance with state law.

Approved: May 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

432- Pupil Admission Procedures

All children residing in the school district who are four years old before September 1 are legally entitled to be admitted to Woods School.

Children enrolling in kindergarten or 4 year-old Kindergarten are required to present a birth certificate indicating their legal age.

Children transferring to this district from another school are required to present evidence of previous grade placement submitted by the officials of the previously attended school. This information will become part of the pupil's file.

Entrance Age: Children who meet the age requirements of this state will be enrolled in kindergarten or first grade at the beginning of the school year. Children planning to attend 4 year-old Kindergarten and Kindergarten will be registered at the spring screening and enrollment will be completed by the first day of the school year. All children admitted to 4 year-old Kindergarten, Kindergarten or first grade must have their fourth, fifth and sixth birthdays, respectively, on or before September 1.

Grade Placement: Decisions of grade placement of transfer students shall be made by the grade teacher and principal.

When a student is unable to achieve success and sufficient time has elapsed enabling the school to observe and study the situation, a reevaluation shall be made. If consultation with the teacher and principal results in recommendation for retention, conferences with the parents will be held. Since the child's welfare is of utmost consideration, it is hoped that parental approval of such a conference can be achieved.

Tuition Policy: Non-resident pupils may be accepted by the Board of Education under the provision set forth in state statutes. Specific reference is made to Chapter 121, sub-chapter III, 121.76 through 121.84.

Student Records: Access to pupil's educational records is limited to the parent(s) and legal guardian(s) and the professional staff members who need to study the records for legitimate educational purposes. A parent who wishes to examine his/her child's records shall contact the principal to set up an appointment to review the records. Release of pupil record information to an outside source is strictly controlled.

Progress Reports: Report cards are given out four times during the year, after each grading period.

Approved: May 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

434- Administration of Medication/Emergency Care

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication. No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 434 and of the Student Code of Conduct. Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care. The administrator who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. The school nurse, as a district employee, is regulated by the Wisconsin Nurse Practice Act and is therefore not necessarily immune from civil liability. The school nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

118.29, 118.291, 121.02 Wis. Stats.
PI 8.01(2)(g)
2009 Wisconsin Act 160

Approved: June 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

434.1- Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the administrator. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Approved: June 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

435- Lockers

Students are assigned lockers at the beginning of the school year. The lockers are provided for the storage of student coats, hats, boots, etc. No locks are to be used on the lockers. Students are responsible for keeping the locker clean and organized. School lockers are the property to the Geneva Joint 4 School District. Periodic inspections of lockers may be conducted by school staff for any reason, at any time, without notice, without student consent, and without a search warrant.

Approved: May 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

440- Classroom Code of Conduct

Student Removal from Class

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

A teacher may remove a student from class for the following reasons:

A. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow reasonable directions.
- Excessive disruptive talking.
- Fighting.
- Taunting, baiting, inciting and/or encouraging a fight or disruption.
- Use of profanity.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated reporting to class without bringing necessary materials to participate in class activities.
- Willful refusal to follow directions or orders given by a staff member.
- Willful damage to school property.
- Throwing objects in the classroom.
- Pushing or striking a student or staff member.

Other dangerous behavior that is considered unlawful, such as:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.

In general, any repeated disruption or violation of classroom or school rules will not be tolerated.

Students who cause a disruption on the bus will be disciplined through a joint effort between the contracted Bus Company and the school.

Geneva Joint 4 District- Woods Elementary School Board Policy

A short-term removal from class is defined as one class period or 45 minutes. A removal from class for over 45 minutes is considered a long-term removal and would result in a parent conference to determine future placement.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

Placement Procedures

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

Another instructional setting

The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors:

- A. The reason the student was removed from class.
- B. The severity of the offense.
- C. The type of placement options available for students in Woods School and any limitations such as costs, space availability and location, on such placements.
- D. The estimated length of time of placement.
- E. The student's individual needs and interests.
- F. Whether the student has been removed from a teacher's class before.
- G. The relationship of the placement to any disciplinary action.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

Geneva Joint 4 District- Woods Elementary School Board Policy

Parent/Guardian Notification of Student's Removal from Class and Alternative Placement

When a student has been removed from class, the building principal or designee shall notify the parent/guardian of the student. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Approved: July 1999

Reviewed: August 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

440.1-Pupil Conduct

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

Responsible conduct by all pupils both in and out of the classroom is essential for the effective operation of the school. Self-discipline on the part of the student body is the ultimate aim.

Detentions:

A detention may be given to a student for lack of an assignment that was due or unacceptable behavior in the classroom. The detention can be served during noon recess or after school, from 3:30 p.m. to 4:30 p.m. The detention can be served the day it is given or different arrangements between the student and the teacher can be made.

Suspension:

If disregard for acceptable conduct is practiced, the principal is authorized to suspend a pupil from school for a period not to exceed the (10) consecutive days, as outlined in Sections 115 and 120.13(1b) of state statutes or US code 18 U.S.C. 921(a)(3).

Expulsion:

In an extreme case of misconduct or repeated violation of rules and regulations, the school board, upon the recommendation of the principal, may expel a student from school, according to Section 120.13 of the state statutes, parents and students are to be notified in writing by the clerk of the school board when such action occurs. Parents have the right to appeal to (1) the Board of Education in the form of a hearing, and (2) State Superintendent of Public Instruction.

Pupils and parents will be adequately informed of the rules and regulations of the school as they pertain to the above policies.

Parents and students shall be given written notice of the action, specification of the charges and the opportunity to be heard prior to expulsion.

Legal References:

119.25, 120.13, Wis. Stats.
18 U.S.C. 921(a)(3)
20 U.S.C. 7151
42 U.S.C. 11431 et seq.

Adopted: August 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

441- Dress

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the school.

The District Administrator shall develop administrative guidelines to implement this policy which designate the principal as the arbiter of student dress and grooming in his/her building.

Legal Ref.- 120.13(1), Wis. Stats.

Adopted- August 2012

441R- RULE Appropriate Dress

School is the work of children and the school environment is directly affected by the way we dress. Please help us out by adhering to the following guidelines:

- Tank tops with spaghetti straps are not acceptable.
- Any type of bare midriff is not acceptable.
- Shorts should be long enough so the tips of the student's fingers will touch material when standing with arms straight at their sides.
- Underwear should never be showing.
- Any article of clothing that advertises alcohol or tobacco products is not acceptable.
- Concert shirts that depict blood or violence are not acceptable.
- *Any clothing disruptive to the educational environment.*

If the entire Woods School community focuses on appropriate dress and behavior, our students will continue to be very successful. Thank you in advance for your support and cooperation.

Reviewed - August 2012

Geneva Joint 4 District- Woods Elementary School Board Policy

444 SCHOOL BUS AND TRANSPORTATION SAFETY

In keeping with Board Policy 230, School Board delegates to the District Administrator / Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. The administrator shall develop rules and guidelines for student behavior to insure the safest environment possible. The Administrator shall work with any transportation contractors to insure that rules and guidelines shall be followed in keeping with school board policies.

444R1 SCHOOL BUS RULES

1. Be safe at the bus stop and getting on the bus
 - Arrive at the bus stop 5 minutes before the bus is to arrive
 - Wait in a safe place, clear of traffic and away from where the bus will stop
 - Wait in an orderly line and avoid horseplay
 - Wait for the hand signal from driver before crossing any street
 - Go directly to your assigned seat when entering the bus
 - When exiting the bus, move away as quickly as possible and never cross behind the bus
2. Remain seated in assigned seat unless driver grants permission to move
 - When bus is stopped, ask the driver if you may move
 - No kneeling or turning your body completely around
 - You may speak to others in your seat or across the aisle
3. Keep hands, feet, and objects to yourself
 - Backpacks should be placed on the floor under your legs, or held on your lap
 - Hitting, punching, kicking, grabbing, throwing, pushing, spitting, and pulling hair will not be tolerated
4. Keep bus neat and orderly
 - Please dispose of waste materials, candy wrappers, etc. in the basket provided when the bus has stopped or put them in your pockets
 - Eating is allowed as long as the bus driver approves and bus is kept clean
5. Talk in a normal voice
 - Please use an “indoor” voice when on the bus
 - No screaming, shouting, screeching or loud abrupt noises
6. Do not extend your head, arms, hands or objects out of the bus windows
7. Use of any electronic device is not permitted by the students
 - No cell phones, video recording devices, and tape recorders are to be used on the bus

444R2 Pick-up and Drop-off Procedures

Parents should drop off and pick up their children on the south end of the school. Stay to the right when entering the back lot. Do not block the traffic lanes. 4K through 4th grades at the southwest door, and 5th through 8th grades by the junior high door (southeast door). Students should arrive between 8:15am and 8:25am. Staff will close the south entrances by 8:45 until pick-up time. This is for the protection of all students during recesses and gym classes held outdoors. For pick-up, arrive as close to the 3:30 dismissal time as possible to minimize back-ups. The rope should stay up until 3:20 to allow all classes to come in. Again, stay to the right and please don't block traffic.

First Reading December 2013 Second Reading January 2014

Geneva Joint 4 District- Woods Elementary School Board Policy

445 PROGRAM AND EVENT ATTENDANCE

Student behavior at athletic and other events or programs shall be governed by the code of conduct and all administrative rules.

First Reading December 2013 Second Reading January 2014

450.1-ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

- A. The Board of Education encourages all students to participate in extra-curricular activities at appropriate levels. In doing so however, the Board also is of the opinion that to participate in such activities is a privilege and therefore satisfactory academic standing and acceptable school behavior is a must. With this in mind, the following guidelines are established.
1. Extra-curricular activities include all interscholastic sports, clubs and competitions. Also governed by this policy are cheerleaders and students who represent the school in any form of competition.
 2. Any student who is failing or missing work will be ineligible until a passing grade is earned and all work is completed. Parents and the district administrator will be notified of ineligibility.
 3. The student must attend all practice sessions, however, he or she will not be eligible to participate in any interschool competition during the period of ineligibility.
- B. Misbehavior and Training Violations
1. In that athletics are extra-curricular in nature, they should be considered as a privilege and therefore participants shall be expected to conduct themselves in a manner which bestows honor on themselves, the team, school and community. With this in mind, the Board expects the coaching staff and administration to establish specific guidelines and expectations regarding behavior and training regulations.
 2. The Board further believes that all students who are members of extra-curricular teams, are to refrain from the use of alcohol, tobacco, drugs and any other controlled substances. A student who is in violation of this portion of the policy shall be declared ineligible for the remainder of the sport season in which the violation occurs.
 3. The "Goals" of our athletic program are:
 - A. to develop in the young athlete satisfaction and pride in winning and the desire to learn from failure.
 - B. to generate the feeling of pride in our schools, our teams, our coaches, staff, administrators and community.
 - C. to instill in each athlete a sense of integrity and loyalty to his teammates, coaches and school.
 - D. to generate in the athlete a sense of responsibility to and satisfaction in the cooperative efforts of team play.
 - E. to realize the need for and satisfaction in establishing and attaining personal and team goals.
 - F. to create and maintain desirable student and school characteristics by having our athletes exemplify self-discipline in the classroom as well as on the practice and game fields.
 4. It is our belief that the athletes, parents, coaches, teachers and administration should share in a concerted effort toward attainment of these goals.
- Revised: January 2011**

Geneva Joint 4 District- Woods Elementary School Board Policy

490 – Wellness

As required by law, the Board of Education establishes the following wellness policy for the School District of Geneva Jt. 4.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
 1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 3. Nutrition education shall extend beyond the school by engaging and involving families and the community.
 4. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
 5. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing.
 6. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
 7. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
 8. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

- B. With regard to physical activity, the District shall:
 1. A sequential, comprehensive physical education program shall be provided for students in preK-8 in accordance with the standards and benchmarks established by the State.
 2. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
 3. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
 4. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 5. Properly certificated, highly qualified teachers shall provide all instruction in physical education.
 6. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation
 7. Planned instruction in physical education shall meet the needs of all students.
 8. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

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9. Planned instruction in physical education shall include cooperative as well as competitive games.
10. Planned instruction in physical education shall take into account gender and cultural differences.
11. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

C. With regard to other school-based activities:

1. The schools shall provide attractive, clean environments in which the students eat.
2. Students, parents, and other community members shall have access to, and be encouraged to use the schools' outdoor physical activity facilities outside the normal school day.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. **School District Operations**

1. The child Nutrition Program shall comply with Federal and State regulations.
2. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
3. All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
4. The food service program shall be administered by a qualified nutrition professional.

B. **Food Safety/Food Security**

1. All foods made available on campus comply with the State and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
2. For the safety and security of the food and facility, access to the food service operations is limited to Child Nutrition staff and authorized personnel.

The District Nutrition Program will strive to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.

The District will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack and summer foodservice programs).

Continuing professional development shall be provided for all staff of the food service program.

The Board designates the District Administrator as the individual charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The District Administrator shall develop administrative guidelines necessary to implement this policy.

The District Administrator shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

42 U.S.C. 1751, Sec. 204, 42 U.S.C. 1771

Approved: January 2013

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491-Network Usage

1. The network system of the District is available for all employees and students of the District in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term network may include electronic mail, worldwide web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.
2. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct. The District network will filter inappropriate material. Each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.
3. The District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the network may be obtained at sites other than school.
4. At each school and facility owned or operated by the District, in each room where computers are present, notices shall be conspicuously posted that state the following:

Users of the network system of the Geneva Joint 4 School District are responsible for their activity on the network. The School District has developed a data network acceptable use policy. All users of the network are bound by that policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.
5. The use of the network shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. For compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA). Examples of unacceptable uses of the network include, but are not limited to:

- A. Violating the conditions of student's rights to privacy, employee rights to privacy, or violating any other section of appropriate state statutes or Board policy;
- B.. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
- C. Reposting personal communications without the author's consent;
- D. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
- E. Using the network for financial gain or for any commercial or illegal activity;
- F. Using the network for political advertisement or political activity;

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- G. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission;
 - H. Sending any student identifying information, via e-mail, over the network system, may be done only when the sender and receiver do not use students full names.
 - I. Creating and/or forwarding advertisements chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
 - J. Gambling or conducting any illegal activity;
 - K. Posting personal views on social, political, religious or other non-business related matters;
 - L. Creating and/or forwarding messages, jokes, etc., which violate School Board harassment policies and/or create an intimidating or hostile environment.
6. The e-mail system and the hardware are owned by the District and are intended for District business use. Minor personal use of e-mail and the internet by school district employees is acceptable, but should not interfere or conflict with District business.
District business conducted by e-mail must be done using the e-mail account that the district supplies. When an employee conducts official business of the District via e-mail, the employee must retain a copy of the e-mail including attachments in paper form or store these documents electronically on district owned equipment in accordance with Public Records law.
7. Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student.
8. Any student shall be exempt from accessing the internet upon request in writing from the parents, as defined by Wisconsin Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.
9. The District reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.
10. District employees' and students' passwords are confidential, and in order to maintain network security, employees/ students shall:
- A. Change passwords whenever the employee feels his/her password may have been compromised;
 - B. Use passwords that contain letters and numbers and that are difficult to guess, or
 - C. Type in passwords at each log in.
 - D. Employees shall not share passwords and shall not set passwords to an automatic log in mode.
 - E. It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user will need to change their password.

Adopted: **October 2010**